



New Hampshire Department of
HEALTH AND HUMAN SERVICES



Department of Safety

Division of State Police

Child Care Licensing Training Seminar

**March 30, 2015
6:00 – 7:30 p.m.**

**Brown Building
129 Pleasant Street
Concord, NH**

Presented by Child Care Licensing and the Criminal Records Unit





needs to complete a background check?

CHILD CARE:

ALL child care personnel working 5 or more hours in a week, or more than one hour per day. Child care personnel, whether professional or non-professional, paid or volunteer, who are engaged in the program, include the following:

- center director/site director/family child care provider/applicant;
- all professionals or other individuals who work with children in the program, and/or who have authority over the operations of the program; and
- all household members who are acting as family child care workers and assistants, or who reside in the home of an applicant for licensure as a program, when the program is located in that home.

RESIDENTIAL:

ALL direct care and program staff who are in the presence of residents for more than 5 hours per week. Program staff, both professional and non-professional, including direct care staff, who are responsible for the supervision, care, or treatment of residents, include:

- program director/applicant;
- all professional or other individuals who work with children in the program; and
- all household members who reside in the residential child care program other than child care personnel or children admitted to the residential child care program.



WHAT

are the different types of background checks?

WHEN

does one need to be completed?

CENTER BASED PROGRAMS:

- ~ Infant/Toddler Program
- ~ Preschool Program
- ~ Group Child Care Center
- ~ School Age Program
- ~ Night Care Program



FAMILY BASED PROGRAMS:

- ~ Family Child Care
- ~ Family Group Child Care
- ~ Night Care Program

State of NH background check ONLY

- Upon hire or of becoming a household member at any licensed child care **IF** fingerprints were done in the previous three years; and
- Every three years at renewal of the program license.

Exception: State background checks and H&P submissions are not required at renewal if they were completed during the 12 months preceding the license expiration. (This is NOT a provision in residential programs. They **MUST** submit state background checks and H&Ps for all staff at renewal.)

State of NH background check w/FBI fingerprints

- Upon hire or of becoming a household member at any licensed child care;
- New applicants for licensure.



Exception:

Fingerprints completed in the last three years, while working in another licensed child care program, do not need to be done upon hire at a new licensed program.

WHERE do I obtain the Child Care Licensing release forms?

The two Criminal History Record Information Authorization forms, as well as the Household and Personnel Forms are located on the Child Care Licensing web page. Enter the following URL into your web browser, and press enter.

<http://www.dhhs.nh.gov/oos/cclu/index.htm>

~ Program Information
~Fingerprinting

The screenshot shows the official New Hampshire government website for the Department of Health and Human Services (DHHS). The page is titled "Child Care Licensing Unit" and provides information about the unit's mission and services. The mission statement states that the unit ensures children attending NH child care programs are in safe and healthy environments and are provided with care, supervision and developmentally appropriate activities that meet each child's physical and emotional needs. The unit also provides consultation and technical assistance to help understand licensing regulations to existing licensed child care providers and persons who might consider applying for a child care program license. The unit licenses seven categories of child care programs: Family Child Care Homes, Family Group Child Care Homes, Group Child Care Centers, Child Care Nurseries, School Age Program, Night Care Programs, and Residential Child Care Programs. The unit also provides resource and referral services for child care in the agency's community. Parents use the Resource and Referral Agencies to obtain lists of child care providers, including those licensed by the Child Care Licensing Unit.

The page includes a navigation menu with links to Home, About DHHS, Divisions/Offices, Media, Statistics, Online Tools, Vendors / RFP, Job Opportunities, Topics A to Z, and Contact. There is also a "Program Information" section with links to Office of Operations Support, Applications & Forms, Child Care Programs, Child Care Rules, Child Care Search, Disease Handbook for Child Care Providers, File a Complaint, Fingerprinting, Frequently Asked Questions, Quality Initiatives & Licensing Exemptions, Other Resources, and Contact Child Care Licensing. A "Related Resources" section includes links to Child Care Aware, Licensed Plus, Recalls & Product Safety, and Resource & Referral Agencies.

The footer of the page contains the following information: "NH.gov | privacy policy | accessibility policy | non-discrimination policy", "copyright 2010, State of New Hampshire", and "New Hampshire Department of Health and Human Services, 129 Pleasant Street | Concord, NH | 03301-3852".

Fingerprint/State Background Check Form - CCLU1

<div style="display: inline-block; text-align: left; margin-top: 0;"> State of New Hampshire Criminal Records Unit Department of Safety DIVISION OF STATE POLICE 33 Hazen Drive, Concord, NH 03305 </div> <div style="float: right; background-color: yellow; padding: 2px 5px; font-weight: bold;">CCLU 1</div>	
NEW HAMPSHIRE HEALTH AND HUMAN SERVICES CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION	
CHILD DAY CARE NH RSA 170-E:7 II CHILD CARE INSTITUTIONS RSA 170-E:29-a: II	
INSTRUCTIONS NH RSA 106-B:14 and Administrative Rule SoC-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.	
SECTION I NAME: _____ <small>Last First MI</small> ADDRESS: _____ <small>STREET CITY STATE ZIP CODE</small> ALL previous last names: _____ DOB: _____ Hair Color: _____ Eye Color: _____ Sex: _____ Driver's License #: _____ State: _____ My signature below certifies I am the individual listed above and the information provided is true. Signature: _____ Date: _____ <small>Signed under penalty of perjury in accordance with RSA 661:3</small>	SECTION II I hereby authorize the release of my criminal record conviction(s), if any, to the following individual: <div style="text-align: center; padding: 5px;"> Mychelle Brown/DHHS, Child Care Licensing Unit 129 Pleasant Street, Concord, NH 03301 </div> Your Signature: _____ Date: _____ Notary Signature: _____ (AFFX Seal) (comm exp) <div style="text-align: center; margin-top: 10px;"> <small>SIGNATURE OF PERSON AUTHORITY TO RECEIVE RECORDS</small> </div>
RECORD CHALLENGE SoC-C5700.12 <u>Procedure for Challenging a CHRI</u> (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.	
WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.	
FEES <input type="checkbox"/> LIVISCAN or <input type="checkbox"/> INKED - \$22.25 Please include: • Fingerprint card if inked. • Payment payable to: State of NH – Criminal Records • This notarized form with original signatures. Mail to: NH State Police, Criminal Record Unit 33 Hazen Drive Concord, NH 03301	Child Care Program: _____ License #: _____ Prepaid Account (if applicable): _____ Program Physical Address (Street, City, State, Zip) _____ Program Mailing Address (Street or PO Box, City, State, Zip) _____ <div style="text-align: right;">Effective 02/20/15</div>

State Background Check ONLY Form – CCLU2

<div style="display: inline-block; text-align: left; margin-top: 0;"> State of New Hampshire Criminal Records Unit Department of Safety DIVISION OF STATE POLICE 33 Hazen Drive, Concord, NH 03305 </div> <div style="float: right; background-color: yellow; padding: 2px 5px; font-weight: bold;">CCLU 2</div>	
NEW HAMPSHIRE HEALTH AND HUMAN SERVICES CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION	
CHILD DAY CARE NH RSA 170-E:7 II CHILD CARE INSTITUTIONS RSA 170-E:29-a: II	
INSTRUCTIONS NH RSA 106-B:14 and Administrative Rule SoC-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.	
SECTION I NAME: _____ <small>Last First MI</small> ADDRESS: _____ <small>STREET CITY STATE ZIP CODE</small> ALL previous last names: _____ DOB: _____ Hair Color: _____ Eye Color: _____ Sex: _____ Driver's License #: _____ State: _____ My signature below certifies I am the individual listed above and the information provided is true. Signature: _____ Date: _____ <small>Signed under penalty of perjury in accordance with RSA 661:3</small>	SECTION II I hereby authorize the release of my criminal record conviction(s), if any, to the following individual: <div style="text-align: center; padding: 5px;"> Mychelle Brown/DHHS, Child Care Licensing Unit 129 Pleasant Street, Concord, NH 03301 </div> Your Signature: _____ Date: _____ Notary Signature: _____ (AFFX Seal) (comm exp) <div style="text-align: center; margin-top: 10px;"> <small>SIGNATURE OF PERSON AUTHORITY TO RECEIVE RECORDS</small> </div>
RECORD CHALLENGE SoC-C5700.12 <u>Procedure for Challenging a CHRI</u> (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.	
WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.	
FEES <div style="background-color: yellow; padding: 2px; font-weight: bold;">NH STATE ONLY BACKGROUND CHECK \$7.50</div> Please include: • Payment payable to: State of NH – Criminal Records • This notarized form with original signatures. Mail to: NH State Police, Criminal Record Unit 33 Hazen Drive Concord, NH 03301	Child Care Program: _____ License #: _____ Prepaid Account (if applicable): _____ Program Physical Address (Street, City, State, Zip) _____ Program Mailing Address (Street or PO Box, City, State, Zip) _____ <div style="text-align: right;">Effective 02/20/15</div>



Household and Personnel Form (H&P)

What is it: This form indicates to Child Care licensing staff that you have hired new staff, any new members to your household for family child care and/or who your current staff are at licensing renewal.

What does it do: It triggers CCLU to check the DCYF Central Registry for abuse and neglect findings, and the National Sex Offender Registry. It also tells CCLU that they should be expecting background check results from State Police.

What happens next: We return this form to you once all checks are completed. If you do not send an H&P, as required, you will not be notified that background checks have been completed and will have no record of such on file for the Department to review during a licensing visit.

How do I know what dates to put in the State & FBI columns on the H&P? New staff should know the date they had their fingerprints run if completed in the last three years. If they are unsure CALL CCLU at 271-9025 and we'll let you know. That date needs to be indicated on the form along with the date you mailed your state background check form and payment to state police.

In some cases these dates are the same and in some cases they are different. The date the state background check was mailed to state police should always be the same day that you mail the H&P to CCLU, as they should be completed simultaneously.

You SHOULD NOT submit an H&P for anyone who does not require a complete background check (all those working or volunteering less than 5 hours a week).

Things individuals should know when getting their fingerprints done:

Afterschool programs are child care programs. While after school programs may operate in a school, with school children and with the staff who may also work in the school as school personnel, the afterschool program is **CHILD CARE**. Therefore, if individuals undergo an FBI background check, and inform the fingerprint staff that they work “at a school” the wrong background check may be completed. Results of background checks for schools are released to the individual SAU’s **ONLY**, and not the Department of Health and Human Services. If this occurs the entire process of completing State of NH and FBI background checks will need to be completed again and all fees paid again, as the results cannot be shared between DOE and DHHS, per RSA 170-E:7 I.

YES you have to complete fingerprints the State of NH and FBI background check again even if you have had them done for other employment positions, such as the school, merchant marines, army, nurse, etc.

NO you **DO NOT** need to complete them again if they were done in the last three years to become a foster parent or a legally, licensed exempt child care provider. In those cases you would only be required to complete a state background.



RESIDENTIAL PROGRAMS:

- ~ Group Homes
- ~ Child Care Institutions
- ~ Independent Living Homes
- ~ Homeless Youth Shelters

All new hires must complete and sign a sworn statement declaring they have no criminal convictions that would pose a threat to the health and safety of children. This statement is to be maintained on file at your program, do not send it to CCLU.

State of NH background checks must be completed for all staff:


- upon hire or of becoming a household member **IF** fingerprints were done in the previous three years; and
- at renewal of the program license.

FBI background checks must be completed for:

- all staff upon hire or of becoming a household member;
- all staff at renewal **IF** not done yet; and
- new applicants for licensure.

Exception:

Fingerprints completed in the last three years, while working in another licensed child care or residential program, do not need to be done upon hire at a new licensed program.


STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT
BUREAU OF LICENSING & CERTIFICATION
120 PLEASANT STREET, CONCORD, NH 03301-5807
603-271-9020 1-800-462-5140 Ext. 9020
FAX: 603-271-4782 TDD Access: 1-800-735-2964
Nicholas A. Trampas
Commissioner
Mary P. Castelli
Senior Division Director

Sworn Statement in accordance with RSA 170-E: 29-a, III

NAME _____ (LAST) _____ (MIDDLE/IALS) _____ (FIRST) _____ (MI)
ADDRESS _____ (STREET) _____ (CITY) _____ (STATE) _____ (ZIP CODE)
DATE OF BIRTH _____ DRIVER LICENSE NUMBER _____ STATE _____
PROGRAM NAME _____ (no abbreviations) _____ PROGRAM LIC. # _____

I hereby swear that:

a) I do not have any felony convictions in this or any other state.
b) I have not been convicted of a sexual assault, assault including simple assault, any other violent crime, abuse, neglect, or any other crime that shows that I may pose a threat to the well-being of children, such as a violent crime or a sexually-related crime against an adult.
c) I have not had a finding by the Department or any administrative agency in this or any other state for abuse, neglect, or exploitation of children.

My signature below certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE _____ DATE _____
Signed under penalty of perjury in accordance with RSA 661:13

NOTARY'S SIGNATURE _____ DATE _____
(Affix Seal) (Comm. Exp.)

C:\program support\licensing\fingerprints\2015\Residential sworn statement template_swp2015.doc





Criminal Convictions

The more accurately that background checks are done, the quicker you receive results from CCLU.

- Correct form used & submitted to Dept. of Safety, Criminal Records Unit with the correct amount for processing;
- Correct background check completed; and
- H&P submitted to CCLU.

We recommend programs complete their own state background checks for new employees as we cannot share criminal history results, we can only inform a program as to our determination as to whether or not the staff pose a risk to children at the time in which the background check was completed.

When an individual has a criminal history record a supervisor determines if an investigation of the circumstances around the conviction is warranted. This requires a request of court documents from the local courts. This process can take approximately 4 weeks depending on the courts availability. Once records are received the supervisor determines if additional information is needed from the individual, such as proof that any court ordered training, probation, restitution, etc. has been completed, as well as character references and evidence to show the individual does not pose a risk to the health and safety of children, a request is sent to the individual with a deadline as to when the documentation must be received in CCLU.

After CCLU receives and reviews the documentation, a final determination is made and the individual and program is notified of that determination.

2014 Results

Total # of Convictions: 480

of Simple Assault convictions: 70

of Individuals Excluded from working in a child care program: 6



PRESCHOOL ADMINISTRATOR STOLE MONEY FROM ACCOUNTS

New Hampshire Criminal Attorney

- This recent 2014 case shows another danger that can exist, that child care agencies need to be cautious of when hiring workers.
- Even if the applicant is not a direct danger to children, theft, embezzlement, and other financial crimes may pose a risk to the welfare of the child care agency as a whole.

How Do I Start the Background Check Process?

- **Complete a Child Care Licensing Form**
 - **Complete Sections I and II**
 - Section II must be completed for release to the DHHS Child Care Licensing Unit. This section should not be made out to the applicant, or to their specific agency.
 - **Notarize Form**
 - Section II must be signed in front of a notary, granting your permission for the DHHS Child Care Licensing Unit to receive your Criminal Record. The notary must sign and seal the form.

 <div> State of New Hampshire Criminal Records Unit Department of Safety DIVISION OF STATE POLICE 33 Hazen Drive, Concord, NH 03305 </div>		CCLU 1
NEW HAMPSHIRE HEALTH AND HUMAN SERVICES CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION CHILD DAY CARE NH RSA 170-E:7 II CHILD CARE INSTITUTIONS RSA 170-E:29-a:II		
INSTRUCTIONS NH RSA 106-B:14 and Administrative Rule S&C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.		
SECTION I NAME: Last First MI ADDRESS: STREET CITY STATE ZIP CODE ALL previous last names: DOB: Hair Color Eye Color Sex Driver's License #: State: My signature below certifies I am the individual listed above and the information provided is true. Signature: Date:		SECTION II I hereby authorize the release of my criminal record conviction(s), if any, to the following individual: Mychelle Brown/DHHS, Child Care Licensing Unit 129 Pleasant Street, Concord, NH 03301 Your Signature: Date: Notary Signature: (After Seal) (Comm. exp.) 
RECORD CHALLENGE S&C 570A:12 Procedure for Challenging a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reasons that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJA's shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction(s). The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded. WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.		
FEES <input type="checkbox"/> LIVISCAN or <input type="checkbox"/> INKED - \$22.25 Please include: • Fingerprint card if inked • Payment payable to: State of NH - Criminal Records • This notarized form with original signatures. Mail to: NH State Police, Criminal Record Unit 33 Hazen Drive Concord, NH 03301		Child Care Program: _____ License #: _____ Prepaid Account (if applicable): _____ Program Physical Address (Street, City, State, Zip) _____ Program Mailing Address (Street or PO Box, City, State, Zip) _____ Effective 02/20/15

What's Next?

- **Submitting by Mail**

- The completed Criminal Record Release Authorization Form must be sent to the NH State Police Criminal Records Unit, along with:

- A payment of \$22.25, paid by:
 - Check
 - Money Order
 - Prepaid Account
- A fingerprint card, completed with the applicant's complete demographic information.

- **Submitting in Person**

- The completed Criminal Record Release Authorization Form must be brought to a NHSP Livescan Location, along with:

- A payment of \$22.25, paid by:
 - Credit Card (American Express, Visa, or MasterCard)
 - Cash
 - Check
 - Money Order
 - Prepaid Account
- One form of **official photo ID**, such as a valid driver's license or valid passport.

Keep in mind, that the applicant will not receive this information or any of their forms back. Everything will be sent directly to the DHHS. In some cases, only a NH State check may be required, for which the fee is \$7.50.

NH & FBI CHRI Check

**Criminal Record
Release Authorization
Form is completed**

State of New Hampshire
Criminal Records Unit
Department of Safety
600 North Main Street, Room 100
Concord, NH 03301

CHILD CARE INSTITUTIONS RSA 174-E:26-a-II

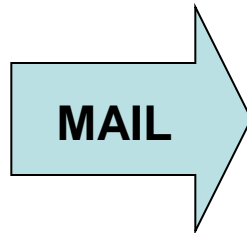
SECTION I
NAME: Last _____ First _____
DOB: _____
Signature: _____

SECTION II
I hereby authorize the release of my criminal record (including, but not limited to, any pending charges) to the following individual:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Signature: _____

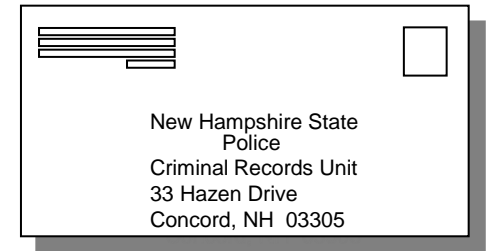
SECTION III
I have read the above information and agree to the release of my criminal record to the individual named above. I understand that this authorization is valid for one year from the date of completion of this form.

SECTION IV
I have read the above information and agree to the release of my criminal record to the individual named above. I understand that this authorization is valid for one year from the date of completion of this form.

**Fingerprints are taken
at Police Department**



**Form and fingerprints
are sent to NHSP
Criminal Records with
payment**



IN PERSON

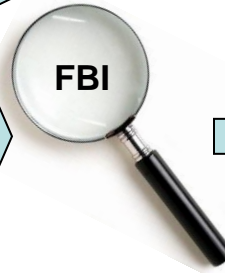


**Fingerprints
are taken at
Livescan site**

**Form and payment are
processed at NHSP
Livescan site**



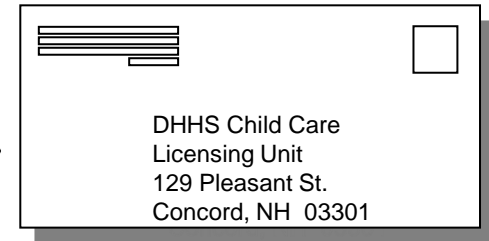
**Fingerprints
are sent to
FBI**



**Fingerprint results
and NH Criminal
History results are
matched**



**Both results are sent
to the DHHS Child
Care Licensing Unit**



Livescan vs. Ink Prints

- **Livescan (at NHSP Sites)**

- **Easy**

- Livescans produce clearer images, and are easier to take and correct. Prints are transferred electronically, and are cleaner, as there is no actual ink.

- **Cost Effective**

- All fees are collected by NHSP at the time of the Livescan, so there are no additional processing fees.

- **Efficient**

- Everything is collected together; NHSP does not have to wait for the prints or payment to be sent from another agency. Prints can be sent and results returned much faster.

- **Ink Prints**

- **Difficult**

- Ink prints are harder to take, and are prone to smudging or distortion. Mistakes are difficult to correct. The FBI rejection rate is higher.

- **Expensive**

- Police Departments or other agencies may collect their own processing fees, costing the applicant more money, sometimes upwards of \$50.

- **Inefficient**

- Oftentimes, Police Departments will wait for several submissions before sending payment to NHSP, resulting in long wait times for print results.

Livescan Locations

- **The NHSP Criminal Records Unit maintains six Livescan Sites**
 - Concord HQ
 - Manchester DMV
 - Dover Point DMV
 - Troop C – Keene
 - Troop E – Tamworth
 - Troop F – Twin Mountain

LIVESCAN



- Clean Process
- Completed in less than 15 minutes
- Quality nearly 100%



TENPRINT CARD

APPLICANT <small>(This Printing Not Replacable Block)</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
FD-204 (REV. 3-1-10) 11160046		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME FIRST NAME MIDDLE NAME		ALIAS: AKA		DATE OF BIRTH DOB	
RESIDENCE OF PERSON FINGERPRINTED		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP: C-123		SOCIAL SECURITY NO. SSC		PLACE OF BIRTH (DOB)	
EMPLOYER AND ADDRESS		FBI NO. FBI		ARMED FORCES NO. MNU		CLASH		WEIGHT	
REASON FINGERPRINTED		SOCIAL SECURITY NO. SSC		MISCELLANEOUS NO. MNU		SEX		HEIGHT	
NH RSA 170-E:7 II									
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

- Ink cards must be filled out with **all pertinent information** before sending to NHSP Criminal Records
- This includes:
 - Full Name
 - Full Date of Birth
 - State or Country of Birth
 - Country of Citizenship
 - Sex
 - Race
 - Height
 - Weight
 - Eye and Hair Colors
 - Residence of Applicant
 - Address of Child Care Agency
 - Reason (RSA 170-E:7 II)
 - Signatures from Applicant and Official Taking Prints

How Long Does This Take?

Five to Seven Business Days

• Assuming there are no delays



Possible Delays Include:



- Incorrectly completed forms
- Poorly taken fingerprints
- Missing payments
- Waiting for results
- Rejections

Rejections

This notice is attached to forms that cannot be processed

- Reasons Include:

- Fee Issues or Missing Payments
- Fingerprint Card Rejections
- Missing or Incorrect State Form
- Missing Notarization
- Missing Signatures
- Altered or Photocopied Documents

 STATE OF NEW HAMPSHIRE 

Nicholas A. Toumpas
Commissioner

Mary Castelli
Senior Division Director

Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301-3857
Telephone 603-271-9025

John J. Barthelmes
Commissioner

Colonel Robert L. Quinn
Director

Department of Safety
33 Hasee Drive
Concord, NH 03303
Telephone 603-223-8813

Date Returned: _____

Exempt ☐ Licensed ☐ If Licensed, Program Name & License #: _____

Name & DOB of person whose form has been rejected: _____

Your request for the release of a NH Licensed or License Exempt Child Care Background Check *cannot* be processed at this time for one or more of the following reasons.

☐ **FEE ISSUE:**

Licensed Child Care \$22.25 (State & FBI)	License Exempt \$14.75 (FBI)
--	---------------------------------

____ The amount submitted is incorrect. Please resubmit the packet, along with a check or money order for the correct processing fee amount, which has been circled below.

\$7.50 (State Fee)	\$14.75 (FBI Fee)	\$22.25 (State & FBI)
--------------------	-------------------	-----------------------

☐ **FBI FINGERPRINT CARD REJECTION:** See attached explanation.
NOTE: Immediate action necessary! Fingerprints must be retaken and resubmitted directly to the Dept. of Safety, Criminal Records Unit, within 14 days from the 'Date Returned' noted above. In the event of further delay, the NH State background check shall need to be completed again, including repayment of fees.

☐ **NOTARIZATION:** Authorization forms must be notarized, complete w/ notary's signature, seal, & expiration date of commission. If Justice of the Peace, expiration date of commission is required.

☐ **MISSING INFORMATION:** The fingerprint card and/or CR Form is incomplete. Please fill in the missing information and resubmit package. (See highlighted areas on form/card).

☐ **SIGNATURE** of applicant is required on both the authorization form & FPC.

☐ **CHECK:**

- ____ Was not enclosed.
- ____ Must be made payable to "NHSP Criminal Records".
- ____ Validation has expired.
- ____ Was not signed.
- ____ Was not dated.



☐ **DOCUMENTS** must be original. **PHOTOCOPIES, FAXES & ALTERED** copies are *not* accepted.

☐ **OTHER:**

- ____ Print card was not enclosed.
- ____ Wrong Form submitted, Standard Criminal Record Release Authorization
- ____ Form required for your request.

Should you have any questions regarding this letter please feel free to contact the Child Care Licensing Unit at 271-9025 or Child Development Bureau (License Exempt) 271-2175.
r:\program support\licensing\cdl\group\cdl\docs\2017 chd firms\original word docs do not touch\joint form - up state cdl.docx

Fingerprint Rejections



State of New Hampshire
DEPARTMENT OF SAFETY
John J. Barthelme, Commissioner of Safety
Division of State Police
James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Telephone: 603-223-8813

Colonel Robert Quinn
Director

FBI FINGERPRINT REJECTION NOTICE

The enclosed submitted fingerprint images have been rejected by the FBI for reasons of low quality. A new set of fingerprints will need to be submitted along with the previous rejected prints. Please retain the state background form, which has been completed.

1st REJECTION
2nd REJECTION

Please enclose a payment of \$24.75 when resubmitting a new set of fingerprint images for a 3rd time.

OR

Submit a letter of good standing from the Police Department(s) accounting for **last five (5) years of residency, including any out of state residency. Only an option if your prints have been rejected by the FBI twice.**

Should you have any questions regarding this letter, please contact our office at (603) 223-3867.

NH STATE POLICE CRIMINAL RECORDS UNIT

Fingerprint Rejection Notice is attached to fingerprint results that have been rejected by the FBI

- This form makes note of how many times the applicant's prints have been rejected. Third submissions are charged the FBI fee of \$14.75.

If an applicant's prints are rejected twice, they have the option of obtaining a "Letter of Good Standing"

- This is a letter from the applicant's local Police Department, stating that they have had no negative contact with the Police
- This letter must account for the last five years of the applicant's residency. Letters may be obtained from multiple police departments if necessary.

Rejected Fingerprint Card

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
JANE DOE				DOE, Jane			
123 Main St Concord, NH 03301		US		F W 5'7" 150 LB 0101 New Hampshire		7-20-82	
Jane's Day Care		NIA		2014337000000092538		Fingerprints Rejected By The FBI	
Child Care RSA 170-E:711		NIA					
1. R. INDEX		2. R. MIDDLE		3. R. RING		4. R. PINKY	
5. L. INDEX		6. L. MIDDLE		7. L. RING		8. L. PINKY	
9. L. THUMB		10. L. INDEX		11. L. MIDDLE		12. L. RING	
13. L. PINKY		14. R. THUMB		15. R. INDEX		16. R. MIDDLE	
17. R. RING		18. R. PINKY		19. L. THUMB		20. L. INDEX	
21. L. MIDDLE		22. L. RING		23. L. PINKY		24. R. THUMB	
25. R. INDEX		26. R. MIDDLE		27. R. RING		28. R. PINKY	

- A rejected ink card will be stamped with “**Fingerprints Rejected By The FBI**”
- Prints may be rejected because the prints are:
 - Too Dark
 - Too Light
 - Smudged or Smeared
 - Distorted
 - Worn
 - Unreadable
- Missing, amputated, or bandaged digits with no explanation will also result in rejection.

Fingerprint resubmissions should be returned within 14 days of rejection notice.



2014 Statistics



- **192,608 Background Check Requests were received and processed by NHSP Criminal Records**
- **7,269 requests were for Applicants to Licensed Child Care Agencies**
 - Approximately 4% of the total received

A CHRI CHECK IS ONLY A PIECE OF THE LICENSING PUZZLE



Don't Let Your Child Care Agency be the Next Headline...

Day care worker accused of driving drunk with child in car



NH Day Care's License Revoked For Multiple Violations



Sex assault suspect is 'investor' in Windham daycare



Parents want justice after day care death



DAY CARE CENTER OWNER'S BOYFRIEND CHARGED WITH SEX CRIMES



QUESTIONS?

**NH Department of Health & Human Services
Child Care Licensing Unit
129 Pleasant Street
Concord, NH 03301
(603) 271-9025**

